General

What is FMMI?

The FMMI project is one way USDA will modernize its financial systems. With the support of the Office of the Chief Financial Officer (OCFO), FMMI will deploy a state-of-the-art software package, SAP ERP 6.0 to help improve USDA's financial management performance. This commercial-off-the-shelf (COTS) software package provides online, real-time transaction capabilities and access, that impacts over 100,000 employees across the 29 Agency and Staff Offices in the Department. FMMI replaces the main legacy system- Foundation Financial Information System (FFIS) and enables USDA to be financially accountable, transparent, and efficient as it

What is the benefit of FMMI?

FMMI makes way for the use of a state-of-the-art software package that will provide online, real-time transaction capability and access to both Department-level offices and all agencies.

Benefits of FMMI:

- Address legacy system support and material weaknesses
- Deliver an integrated/real-time financial system with on-demand query capabilities
- Streamline financial-business processes
- Provide data integrity, reliability, consistency, and sharing across USDA
- Improve functional integration, accountability, internal controls, and the ability to audit transactions
- Improve financial performance and management reporting to help with decision-making
- Provide financial compliance and a backbone for future Department-wide capabilities
- Comply and integrate with Federal accounting/system standards and mandates

Is transition to the FMMI system mandatory?

Transition to this new system is mandatory. USDA is taking steps to modernize its financial systems through the Financial Management Modernization Initiative (FMMI). FMMI makes way for the use of a state-of-the-art software package that will provide online, real-time transaction capability and access to both Department-level offices and all agencies. It will replace the Foundation Financial Information System (FFIS) and program financial

What will be different after FMMI is fully deployed?

Currently, USDA does not have integration across its financial systems or among other domains; FMMI will integrate a majority of the financial capabilities of the USDA. This integration allows for a single data entry into the system – significantly decreasing the number of manual reconciliations currently being performed throughout USDA. Integration also improves planning, programming, budgeting and execution through the use of integrated output data from financial and non-financial sources. The FMMI system will feed vital, up-to-the-minute information to senior leadership. FMMI will put in place and maintain financial management systems that will not only give Congressional overseers the level of financial accountability they need from the Department, but also provide top-tier leadership with timely, accurate data that will enable them to make sound business decisions. Additionally, there will be significant savings in personnel-related matters as a result of the

How many users will be on FMMI for Deployments 1/1.1/1.2?

Deployments 1/1.1/1.2, once completed in Summer 2010, will bring nearly 1500 users into the FMMI system.

What is the schedule for deployment?

The FMMI Project Team will work with all Agencies and Staff Offices in preparation for their deployment. The first deployment went live in October 2009, Deployment 1.1 March 2010, and Deployment 1.2, Summer 2010.

What can I do to prepare for FMMI?

FMMI is sharing information as it is known through various channels. These channels of communication are designed to provide leadership and users with current information and points of contact for their Agency or Staff Office. Please let us know what topics you would like to hear by sending feedback, comments and suggestions to the FMMI Mailbox at FMMI@usda.gov. Please type "Need Information" in the subject line so your e-mail is routed to the appropriate party.

Where will FMMI data be stored?

Disk storage will be provided by the internal disk drives on each server until storage requirements are such that a Storage Area Network (SAN) is needed at both the primary and secondary data centers.

Do we have an Agency crosswalk list?

The Agency Identifiers and Codes are posted to the FMMI website > Configuration Decision and Reference Documents page: http://info.fmmi.usda.gov/Policy/Reference.html

Where can I find more information on FMMI?
The FMMI website has information located in a variety of areas depending on the information being sought http://info.fmmi.usda.gov. AS a FMMI user, you will learn more in your FMMI training.

Access

How do I access FMMI?
FMMI is a web-based solution which can be accessed through an internet browser. Using Internet Explorer 6.0 or 7.0. **Note:** Version 8.0 is not currently supported. Access FMMI, all users must have a current/valid Level 2 eAuthentication User ID and Password.

I am trying to use my eAuthentication to sign-on to FMMI but am unable to login. What do I do?
If you are having problems logging in using your eAuthentication Account, you should contact the eAuthentication Help Desk by email at eAuthHelpDesk@ftc.usda.gov or call 800-457-3642 to resolve the issue.

If you are able to successfully login with your Level 2 eAuthentication user ID and password and receive an “Access Denied” error, you should register for access and contact your agency FMMI point of contact to ensure your request is processed. If this does not solve the challenge contact your local IT desktop support to make sure your workstation is set to Internet Explorer to allow pop-ups for FMMI.

What are the technical requirements to use FMMI?
Reach out to your Agency IT POC to confirm your desktop configuration is enabled to support FMMI. If you find that the system is running “slow,” this may be due to your desktop configuration. For instructions to follow, review the *FMMI Desktop Configuration Guide* found on the *Reference Documents* page on the FMMI website,

I am able to sign in to FMMI but I do not seem to have the correct roles/privileges. What do I do?

Please contact your local Agency Implementation Lead. S/he will reach out to your Security Administrator to verify the roles that you have been assigned. If a change is required, a FMMI User Access Requestor within your

How quickly can roles be added, changed or removed once requests are submitted?

GRC Access Control is the user provisioning system that is used for adding/changing/removing user's access in FMMI. Once a user submits the request, the request is automatically routed to the different approval stages (sequentially). After the last approval stage, the user will be assigned the requested roles (approved) in FMMI immediately by the system.

Role assignment time directly depends on the time taken by the Agency Security Administrators for approving roles after checking for Segregation of Duties conflicts.

How is user access to view other agency data being controlled in FMMI?

User access in FMMI is controlled by security, roles, and authorization groups associated with Funds and Funds Center master data records.

For example, if a user is mapped to a NASS Reporter role, then that user will only be able to access NASS-related data (that user will not see or need to filter through other agency data). A user can be mapped to access data

FMMI will restrict users to see only their agency data. Can security restrict down more within the agency so that employees can only see their program data within the agency?

The current policy is that security can be implemented one level below Agency (e.g. division level). This is an agency decision to utilize this lower level of security.

Who has the security administration responsibility for FMMI?

Security administration for FMMI is split between a central group within ACFO-FSPM and Agency Level Security

Can I run multiple sessions of FMMI at one time? Do I have to log in separately for each session?

FMMI allows the user to open up six windows simultaneously. If you are not able to open six windows, please contact your local Agency technical support to check your computer settings. Please note you are not allowed to login multiple times, simply open another window during the same session.

Can users only login to the FMMI Portal using Internet Explorer (IE) v7? Can they login using other web browsers, like Firefox or other versions of Internet Explorer?

The FMMI Portal is designed to be compatible with the USDA standard desktop configuration which includes IE version 7. The FMMI Portal has not been certified for use with IE version 8 or other web browsers.

Why am I automatically logged out of FMMI after 30 minutes of inactivity?

Standard USDA Security requirements require that users are timed out after 30 minutes of inactivity for security

Training

What training will I be required to take for FMMI?

FMMI training is offered through a sequence of courses and are specific to a user role(s). So the length of training per person will vary depending on the number and complexity of roles assigned.

100 Level: Introduction to FMMI – What is FMMI and why is it being implemented? This training provides an overview of the FMMI program and
develops further awareness of the impact of FMMI on roles at USDA.

200 Level: Process Overview –What are the key financial concepts associated to the FMMI implementation? This training provides
detailed information about each of the business processes involved for individuals' role(s).

300 Level: System Navigation – How do I navigate the FMMI application? This training provides an overview and hands-on practice
navigation of the FMMI Portal and application.

When will I receive training as a user?
FMMI training began in June 2009 for Deployment 1/1.1/1.2 Agencies and Staff Offices. Detailed training curriculums may be obtained from your Agency Training Lead. Your Agency Training Lead will work with you to determine the appropriate time for you to attend training. Specific dates for training are based on work location and individuals' FMMI role(s). Everyone will register for training via AgLearn.

Training for FMMI Core Financials for D1/1.1/1.2 Agencies was conducted June through November of 2009. Business Intelligence (BI) training for D1/1.1/1.2 Agencies was conducted in January 2010.

What is the delivery method for training?
FMMI training was delivered by computer-based training accessed via AgLearn,hands-on classroom training or live WebEx virtual sessions, depending on the FMMI course and the user's roles.

Will there be access to a sandbox as part of training for FMMI?
FMMI 300-400 Level training included the use of detailed simulations, which were recordings of the FMMI application, that allowed users to practice in a “safe” environment, and course challenge exercises that allowed users to practice the transactions they learned in class in the FMMI training environment. When users are live in the system, they can access the step-by-step Online Help Procedure documents and Job Aids available for

How do I access FMMI Online Help (OLH) for performance support materials?
To access OLH, log in to FMMI following these steps:
1. Using Internet Explorer, navigate to the FMMI Portal: https://portal.fmmi.usda.gov (insert as hyperlink if applicable)
2. Log in to FMMI using a valid Level 2 eAuth ID and password

How will new staff be trained since they will be required to take training before receiving access to FMMI?

Agencies can enter into a reimbursable agreement with OCFO to provide sustainment training after the designated training window has ended.
Agency’s Security Administrators will work with Agency Training Leads to ensure new employees have completed required training prior to receiving FMMI system access.

System Navigation

When should the 'Back' button be used when navigating in FMMI?

The "Back" button in FMMI takes you back to the process role tab screen. The "Back" button within the FMMI system takes you to the previous screen.

Users should use the **Back** button within FMMI to navigate within a given business process.

How do I print in FMMI? Can I print across process areas?

The majority of form-based documents will originate from IAS and be subsequently processed in FMMI. FMMI users should use the print screen function to print documents in FMMI.

If you encounter a challenge printing from FMMI, check to confirm your printers are still mapped correctly. Users will be able to map to printers just the same as they do now. Access the *FMMI Quick Reference Guide* in Online Help for helpful information on how to access the system, key terms, and commonly used processes

In "Print Preview," will all tabs be shown or does each tab need to be previewed separately?

The print preview only shows the tab in which the user is currently on and "Print" will only print the tab shown in the preview.

How do I search in FMMI?

Search is used to find information, a specific record, or a specific field entry based on a characteristic of the information. When searching for information in FMMI, use an asterisk (*) symbol as a wildcard character.

How do I save a document vs. submit a document for approval?

Saving a document versus submitting a document for approval depends on two factors: role and process area.

- The role dictates the buttons that are available to the user
- The process area controls the functionality of the buttons used to perform these transactions. In addition, the process area impacts the name of the button (e.g. Purchasing may call a button “Hold,” whereas Accounts Payable may call a button with the same function “Save Parked Document”)

For guidance on how to save or submit a document for approval, please review the Online Help Procedure (OLHP) for the designated business function.

How can data be imported and exported to and from Microsoft Excel and FMMI?

To export a report to Microsoft Excel, please refer to the Online Help Procedure (OLHP) FMMI Training >300 Level > Hands on activitiies> Export to Microsoft Excel. It provides detailed instructions.

At this time we are not able to import from Excel to FMMI. Leadership is aware of the request for this functionality but it is still under consideration.

When exporting data out of FMMI, using Excel 2003 which has a 66,000 line limit which does not allow enough space for the exported plan, what should a user do?

A query result containing more than 66,000 lines (Excel 2003 limit) can be split into multiple queries using entry criteria such as date or fiscal period. Using a text file and other software options, such as Microsoft Access, could be considered as appropriate to accommodate the amount of data.

Functional

Functional-General

What view of vendors customer records will Agencies have in FMMI?

The customer records converted into FMMI will be extended to all sales areas. All FMMI users will be able to view the sales area data for FMMI customers. Similarly, all vendors will be viewable and usable by the agencies. Most non-federal vendors will come from the Central Contractor Registry file (CCR) maintained by DOD. Agencies can search to see if a vendor or customer already exists by searching on all or part of the name,

What is a Processor Role and how does it relate to an Approver Role?

A Processor has the ability to create transactions. An Approver has the ability to approve transactions/business activities at the supervisory/management level. One person may have both a Processor and an Approver role, however, FMMI will not allow one person to approve a document that they have also processed.

OMB circular A-123 defines the purpose of Segregation of Duties (SoD) is to ensure that there are controls to separate personnel with authority to authorize a transaction, process the transaction, and review the transaction. SoD exists to ensure that errors or irregularities are prevented or detected on a timely basis by employees in the normal course of business.

At the most basic level SoD means no single individual should have control over two or more phases of a transaction or operation (e.g., a user cannot approve the transaction he/she previously created). Management

How can I see when someone makes a change to documents or transactions?

To see when someone makes a change to documents or transactions, use the 'Display Changes Made to Transaction' or click the History tab. The History tab displays the person who created the object and any

Will agencies continue using their own lockboxes?

For Deployment 1 / 1.1 / 1.2, Agencies will use the centrally maintained FMMI lockbox through US Bank. The exception is FSIS, which will continue to use its own lockbox.

Are current vendor codes being migrated to FMMI?

Yes, the FFIS VEND vendor code will be stored in the Tax Number 4 field on the Control tab of the FMMI Vendor

Are employees going to be on the Customer or Vendor master tables?

Employees' information will be on both the Vendor and Customer Master records in FMMI.

If a user has Evaluator (i.e. view-only) access to the vendor master, do they see all tabs on that master, including those containing Personally Identifiable Information (PII) such as SSN / EIN as well as a vendor's bank account?

Users will see all the tabs on the Vendor Master record but the PII information such as Banking and Tax

Will changes to Master data for all of the agencies have to be coordinated through OCFO - COD?

The master data elements currently maintained by the agency are the Work Breakdown Structure (WEBS) Element and the statistical key figure. All other master data elements are maintained by OCFO.

When will Shorthand Codes be used?

Shorthand codes are being used exclusively for account validation by the legacy interface systems: GovTrip, CPAIS, IAS, WebTA, TRVL, SmartPay2, ABCO, CAPS, TIME and PACS. FMMI will contain a crosswalk table that maps the shorthand codes to full FMMI accounting. Shorthand codes will not need to be directly entered into

Functional- Funds Management

What is the format for the FUND data element?

• Agency Identifier (digits 1 - 2) – this is the designated identifier for each agency (e.g. NS = NASS)

• High-level Business Area (digits 3 - 4) – unless otherwise specified by an Agency this is always a "00". The high level business area is considered the Agency as a whole which is represented by "00"

• Agency Defined - (digits 5- 10) – many agencies have chosen to configure positions 6-9 for the base Main Account Code, with the last digit equal to the "fund type" (R=Reimbursement, D=Direct or an agency-defined purpose

• The Fund Structure will always be 10 digits.

• Example: FI0003700D – FI=FSIS; 00=High Level Business Area; 0=Zero Fill; 3700=Main Account of TAFS;

How will we be able to identify when someone makes a fund change in the system?

There is a 'Change Documents' button on the Fund Master screen which displays the changes made to the Fund

What are the Business Areas?

The Business Area within FMMI financial accounting identifies USDA Agencies and Staff Offices. The business area is a subdivision of the company code 'USDA' which is used for reporting purposes.

Business Areas will be established at a lower level than the Agency/Staff Office. Each Business Area Name will begin with a 2-character alpha agency identifier. Business Area Names will be centrally maintained by the USDA, Office of the Chief Financial Officer.

- Positions 1-2 = 2-character alpha agency identifier

Funtional- General Ledger

Who is responsible for monthly accruals?

Monthly accruals are performed at the National Finance Center (NFC) and by Agencies. Each agency is responsible for entering data into FMMI, associated with each of their accruals. However, COD will schedule and execute a batch job to reverse the relevant accruals based on the reversal date entered by the agency on the

Why does the Accounting System in FMMI have 16 accounting periods?

Period descriptions are as follows:
Periods 1-12 is for each month of the year
Period 13 is for year end adjustments
Period 14 is for audit adjustments
Periods 15 and 16 are used for conversion data and as needed
Upward and Downward adjustments are automatic in FFIS, how will this be accomplished in FMMI?

FMMI provides the functionality for the Upward/Downward adjustments. The system will reference the prior year purchase order/invoice/sales order and the upward/downward posting is automatically created based on

Funtional- Cost Management

What is a Project Definition?

Project Definitions are part of Work Breakdown Structure (WBS) creation and maintenance. There is only one Project Definition for each project. Project Definitions relate to WBS by having a single project definition under the same project, or you would have unique and separate Project Definitions for the different sets of WBS.

What is a WBS and who creates them?

WBS stands for Work Breakdown Structure. A WBS element is used to plan, collect, and settle the costs of a project. A WBS can be used to collect costs across organizational entities within a project.

The format for WBS Elements are:

- Position 1-2 = Agency Identifier
- Position 3 = "."
- Position 4-5 = The OCFO Recommends Project Type
- Position 6 = "."
- Position 7-10 = The OCFO Recommends Phase/Team/Stage
- Position 11 = "."
- Position 12-13 =Agency Defined Field
- Position 14 = "."
- Position 15-18 = Agency Defined Field
- Position 19 = "."
- Position 20-24 = Agency Defined Field

The field length is 24, however the structure also includes dot separators.

The Agency Cost Management Master Data Maintainer creates and maintains WBS elements.

Functional-Accounts Payable/Purchasing

In the event that the vendor does not currently exist in the Central Contractor Registry file (CCR), what is the process for requesting vendor master data record creation for both CCR and CCR exempt vendors?

If CCR Vendor –

If the vendor does not exist in the FMMI, it is the vendor responsibility to register through the Central Contractor Registry (CCR) website. Once the vendor is registered, the vendor's information will be automatically interfaced into FMMI; at that time the vendor will be available for use by the agencies.

No action required by the In the event that the vendor does not currently exist in the Central Contractor Registry file (CCR), what is the process for requesting vendor master data record creation for both CCR and CCR exempt vendors? Vendor Master Data Maintainer.

If Vendor is CCR-Exempt –

Agency must submit a request for the creation of a vendor master data record through the PVND process. This functionality is assigned to the Vendor and Customer Master Data Request role in FMMI. Once the request is submitted the Vendor Master Data Maintainer reviews the request and if all information is correct, creates the vendor master data record. Once the record is created, the vendor is available for use by the agencies.

What is the numbering convention for purchase orders?

For direct entered purchase orders, the number range is 4500000000 to 4599999999
For IAS interfaced purchase orders, the number range is 6000000000 to 6099999999.

For the numbering convention on additional purchasing documents, please refer to the D1 FMMI Purchasing Document Numbering Convention Job Aid.

Online Help Procedures (OLHPs) will include the steps as well as key values for executing transactions.
Can the Customer ID and the Vendor ID be the same when a business is considered both a vendor and a customer?

In FMMI, customer and vendor master data records are maintained in two separate tables. Upon the creation of these records, FMMI assigns unique number ranges depending on the record type (customer vs. vendor). In the instance in which a business is considered both a vendor and a customer, the user can utilize the "Customer" field within the vendor master data record to indicate the customer master data record number as a reference.
Is there a way to control the date a payment will be released? Certain vendors offer a discount if the invoice is paid within 15 days.

The invoice has several pre-defined payment terms which are selectable. If the specific discount/payment terms are not found, they can be input manually with separate fields for the discount percent and payment due date.

The FMMI application will evaluate whether it is advantageous to take the discount offered by the vendor. If it is,
Is there currently any tolerance allowed for receiving an overage of what was on the purchase order on a goods receipt?

The tolerance level for FMMI is set to 0 - prohibiting any overages. If the delivery is not within the tolerance level, then the Goods Receipt Processor should inform the agency/staff office of the difference between what is

Functional-Accounts Receivable

In FMMI does each agency have its own set of sales order numbers?

In FMMI there is only one set of Sales Order numbers. Each sales order type (e.g. Reimbursable Order No Advance (RONA)/Reimbursable Order with Advance (ROWA) has its own number range.
How can I view Customer Master Data?

For users with the AR Evaluator role, the Display Sales Customer Master task provides a limited view of a customer master data record. This view masks PII information, like Tax ID Number. Only a select number of department level users have the Customer Master Data Maintainer role.
What is the maximum number of characters in the description field of a line item in a Sales Order?

The maximum number of characters in the description field of a line item in a Sales Order is 36 characters.
Will the capability to search customers by TIN be available?

Yes. FMMI provides the ability to search vendors by various criteria such as vendor name, postal code, city,

Can the Accounts Receivable Approver Role make changes to Invoices?

Yes, the AR Approver role has the ability to change an AR Invoice to correct a GL Account or other piece of information that was incorrectly entered. This role should only be granted to a person with the knowledge and authority required to validate GL account numbers and other information in the invoice. The AR Approver is the

Can any individual with an Approver role reverse an invoice, or does it have to be the individual who approved that invoice?

Any individual with the Accounts Receivable Approver role can reverse an Invoice; it does not have to be the

What is the impact of the Contract End Date in creating a sales order? Will it prevent billing after the end date?

No, the Contract End Date will not prevent billing. The Contract End Date also does not stop expenditures. When the year end processes run, if the contract extends into the next fiscal year, the contract will add a new line item

Can the Customer ID and the Vendor ID be the same when a business is considered both a vendor and a customer?

In FMMI, customer and vendor master data records are maintained in two separate tables. Upon the creation of these records, FMMI assigns unique number ranges depending on the record type (customer vs. vendor). Customer and Vendor records use separate numbering conventions. In the instance in which a business is

Interfaces

What USDA legacy/feeder systems will be interfaced vs integrated? What systems would be considered "real time" versus having to be updated into FMMI via "batch" processing? What is happening with the ABCO system for non-employee type transactions?

ARRA
FSDW
CCR
CPAIS
GL Transaction Model
GovTrip
IAS
IPAC
Lockbox
MASCVal
MINC
NEMP
Payroll
PROP-
PVND
SmartPayII
SPS
TELE/UTVN
TRVL
WebTA

Is IAS is still going to work the same? Will purchases still be initiated through IAS not FMMI?

Yes; Purchase Orders are triggered within IAS and sent to FMMI. Purchase Orders (POD's) can also be directly entered into FMMI.

Will PCAS be used for billing?

PCAS is a module within FFIS and will not be used for billing. FMMI will execute the billing process for all agencies

Will the US Bank feeder system run over night or will it be real time data?

The SmartPay2 Interface for Payment Vouchers and Reallocations will batch overnight. The Client-Side Validation of the Shorthand Code from US Bank is near real-time.

Will office supply orders (normally ordered through GSA Advantage, Staples, OfficeMax, etc.) be processed thrugh FMMI, or will the supplies be ordered same as they are today?

FMMI is not subsuming any current ordering processes.

Reporting

How does FMMI's reporting tool compare to what we currently have in FSDW and FDW?

FMMI will have similar, but not identical reporting capabilities. Some FDW reports will be replaced by standard ECC reports. Other FDW reports will be replaced with standard BW reports in January.

FSDW will continue to receive data from FMMI and will be available for reporting after October 1, 2009. FDW will no longer receive data for agencies in FMMI.

Brio and Hyperion are similar to SAP ECC and BW. Each tool extracts data from a data source and provides end user with the ability to query data.

Will we be able to create ad hoc reports in FMMI?

FMMI currently does not allow users to create reports for "ad hoc" purposes; reports which are available to users are listed in the Portal. However, using parameters or 'criteria selection', users can choose what type of data is displayed. Business Intelligence (BI) has been deployed and does allow for ad hoc capabilities.

Do I have to use parameters when running a report?

Like any reporting system, executing a report without any parameters may result in poor system performance or a report timing out before the execution can complete. Also, running a report without parameters or 'entry criteria' may return too wide an expanse of data. Reports can have required and non-required entry criteria. The required entry criteria must be completed to execute the report. The criteria which are required are chosen in order to ensure the results produce a report with meaningful results – not to limit the results artificially.

What is a Variant and how do I use them?

A variant is a collection of saved parameters, such as the setting for a particular table or a set of report selection criteria. Variants allow you to save data sets that you may use repeatedly without having to re-enter the data each time you run a particular transaction.

The person who creates a variant can protect a variant to prevent it from being changed. Variants should be protected and saved with the agency identifier as the first 2 characters followed by an underscore then followed by a unique name. For example, DA_acctsreceivreport. Spaces should not be used as part of the naming convention.

How can I see all available Variants?

To tell which Variants are available in FMMI, from the report transaction click the 'Get Variant' button and search for the appropriate option.

Variants are not agency specific. Variants can be accessed by any users but can also be protected by the creator to prevent them from being changed or deleted.

Will FMMI be able to track congressional budgeting, in other words, will each agency be able to see the budget they submit versus what congress approves?

The budget formulation (submission) is currently not in scope. Agencies will only see the budget established in FMMI.

Will FMMI be able to track congressional budgeting, in other words, will each agency be able to see the budget they submit versus what congress approves?

What happens to prior year data? Will users be able to utilize BRIO and the FDW and FFIS on-line inquiry screens?

Select users will have read only access to FFIS for FY 2010, at least. The FDW, or a replacement system, will serve

Reporting- Business Intelligence

What is FMMI Business Intelligence (BI)?

FMMI Business Intelligence (BI) is a collection of technologies, applications, and practices that provide decision support capabilities through efficient, quality, and fact-based analytics, metrics, and reporting.

BI is a robust data warehouse platform that is used to fulfill the tactical and strategic reporting needs of FMMI users. This platform enables users to make decisions with data from FMMI and non-FMMI source systems (ABCO, CAPS, and PACS).

Business Intelligence

•consists of components for data management and modeling, analytical, and operational tools used for importing the most current transactional data into the system

• can extract relevant data from FMMI ECC modules for detailed reporting and analysis (nightly basis)

• allows operational data analysis from FMMI or any other business application

• allows data extract and analysis from external sources, legacy systems and FMMI Enterprise Central

What are the quantitative and qualitative benefits of FMMI Business Intelligence (BI) functionality in FMMI?

- Quantitative Benefits:
    - Reduced data latency
    - Reduced IT effort to maintain systems
    - Reduced business effort to maintain hierarchies and master data
- Qualitative Benefits:
    - Ability to operate as a single enterprise with common processes and systems; data represents "one version of the truth"
    - More timely, accurate, and complete financial and management information that is transparent across agencies and staff offices
    - Reduce user time spent on data retrieval and gathering by storing data in one central place
    - Ability to refocus finance personnel on analysis and more value added tasks
    - Improved data accuracy and integrity
    - Improved decision support

When is Business Intelligence (BI) being deployed in FMMI?

The initial deployment of BI functionality was released on February 1, 2010 for DMSO, OIG, and FAs users. Users from other agencies will receive access to BI when their agency goes live with FMMI Core Financials.

What is the difference between ECC and BI Reporting in FMMI?

See attached word document .

How do I know what reports are available?

To view a list of standard reports, visit the FMMI website (http://info.fmmi.usda.gov)(insert as hyperlink). Access the report list by using the following path: *Configuration Decisions and Reference Documents -> Reference Documents -> FMMI Business Intelligence Reports.*

Although this list of reports is not all encompassing as custom reports may be added in the furture, it does contain reports for Accounts Receivable (AR), Funds Management (FM), General Ledger (GL), Project systems

How do I access FMMI BI Reports?

You can access FMMI BI Reports through the FMMI Portal. Click the appropriate BI Reporting tab in the Top Level Navigation bar based on the process area (e.g., General Ledger, Purchasing, Cost Management, etc.). Then select the report in the left hand navigation panel by clicking on it.

What are the FMMI Business Intelligence (BI) Roles?

Users should have learned about their new FMMI role(s) and the corresponding training they take, through change discussions that occurred between Agency Leadership and their FMMI users. Part of the discussion includes use of the FMMI User Roles and Training document, located on the FMMI website: http://info.fmmi.usda.gov/Policy/Reference.html

When I run a report, the system responds slowly and times out. What is happening?

When running a report, please be sure to select the appropriate parameters or 'entry criteria'. Like any reporting system, executing a report without any parameters may result in poor system performance or a report

How can I export a report to Excel?

After manipulating the report as necessary, you can export that report to MS Excel.

- Click the Export to Excel button on the BI Report toolbar
- A File Download pop-up box displays
- Click the Save button
- Specify a file name and location for the report

How can I print a report in BI?

After manipulating the report as necessary, you can also print the report. The report displays in a PDF version when printing.

- To print reports in the BI, click the **Print Version** button on the BI Report toolbar
- After clicking this button, a PDF file of the report automatically opens
- To print the report, click the **Print** button in the upper left hand corner

When I try to run a BI report, it requests that I allow pop-ups. How do I set this up?

Reach out to your Agency IT POC to set up your desktop configuration to allow pop-ups if it does not currently allow for them. For instructions to follow, access the FMMI website (http://info.fmmi.usda.gov) (insert as hyperlink). Access the guidelines by using the following path: *Configuration Decisions and Reference*

Will we be able to link external systems specific to an agency, such as Oracle, to Business Intelligence to run ad hoc reports to analyze differences?

FMMI is not enabled to directly link to external systems for analysis. Users need to download reports from the BI solution and compare them to data from the external systems in Excel or a similar tool.

Is there a similar function/definition in Brio Query that can be compared with an InfoSet?

InfoSets are equivalent to joins in Brio. When an ad hoc user drags the tables in Brio and creates joins,it provides

What is a MultiProvider? What is the equivalent in Brio?

A MultiProvider is a virtual union of data from multiple InfoProviders collected for reporting.

What if I can not find a report for what I need?

Please note that not all reporting requirements may be available upon initial deployment of BI. However, if you find there are additional needs, please reach out to your FMMI Agency Implementation Team to provide your

When a Power user creates a report can an End user (or another Power user) run the report in the future? How can Power users publish reports as canned reports to allow others in their agency to run them?

Users will have the ability to save an ad hoc report and execute their own ad hoc reports. Users will be able to execute their own ad hoc reports and send the results to users directly via email.

How do I subtotal different characteristics?

To subtotal different characteristics, right click on the field you want to add or remove subtotals for and then select **Properties** -> **Characteristic**. On the **General** tab, click on “Display Results.” There are three choices, “Never”, “Always”, “With More than one Value.” Please note these steps will only list the subtotal if more than one entry is found.

The column in the right of the desired characteristic needs to have totaling enabled so the results can be displayed as wanted.

Within FMMI, I currently see the number for a characteristic. How do I change it to see the description?

a. Right click in the field, go to **Properties** > **Characteristic**
b. Change the option from “Key” to “Key and Text”

What are comparable reports between FMMI and Brio?
See attached word document.

Will Infocube and DSO options be available to run queries against or will it be security access related?

Only DSO and Multiproviders are available for ad hoc use. Users with ad hoc access query against them.

Which BI Ad Hoc term most resembles a table structure in the key terms? Users would like a cross-walk of terms.

Are the master data cubes Agency-specific or USDA-specific?

Master data resides in tables, not in cubes. Every agency has their own master data that is maintained in ECC.

When would a user pull a query off an InfoSet versus when do they pull a query off an InfoProvider?

An InfoSet is a type of InfoProvider. When building a query, the user must use a InfoProvider. There are two types of non-physical InfoProviders: InfoSets and MultiProviders. InfoSets are virtual joins of like data from multiple InfoProviders, whereas MultiProviders are virtual unions.

Can we create our own joins or are the MultiProviders predefined?

Users can not create their own joins. There are predefined MultiProviders available for users to use.

When creating an ad hoc report from the GL infoprovider (Federal Ledger - Detail Activity) my dollar values appear to be doubling. How can I fix the miscalculations?

In ad hoc reporting, the filter on Currency Type=10 is important. Please filter on Currency Type 10 when creating an Ad-hoc report from the Federal Ledger – Detail Activity infoprovider. Below is a list of other infoproviders where Currency Type should also be filtered for 10:

Federal Ledger - Aggregated key figures [ZFG_MC02]
Federal Ledger - Detail Activity [ZFG_MC01]
FMFG: line items [0FG_O01]
Project System - Controlling/Dates [ZPS_M051]
CO-WBS: Costs and Allocations [ZWBS_M11]

Currency Type 10 is the Company Code Currency (Local Currency). Since USDA has only one currency it makes

When the user jumps from the Transaction Register to the Payroll Report, they do not see any matching document numbers?

This may happen for records that were processed for payroll prior to February 1, 2010. One employee may have more than one document posting, which leads to a one-to-many relationship between employee and number of documents posted for payroll.
This issue was fixed and migrated to Production in February 1st, 2010. All payroll postings after this date will

Operations & Maintenance/Help Desk

Who do I contact if I have an issue using FMMI?

If you experience an issue using FMMI, contact your local agency Functional Administrator. FAs will work with Subject Matter Experts (SMEs) to resolve issues as soon as possible. SMEs are individuals knowledgeable of the capabilities of FMMI and are located at each D1 Agency and Staff Office.

If an FA or SME cannot resolve the issue they will log a 'Remedy' ticket with the Tier 1 Helpdesk. In order to report an issue to the Tier 1 Help Desk, be prepared to tell FAs the following:
o A specific description of the issue and symptoms
o Which transaction, screen/report or steps were being taken
prior to or during the issue
o Any associated document number(s) for reference
o What data was being sought
o Time of day the issue occurred
o The user’s name, FMMI role(s) and contact information
o What steps have been taken in attempt to resolve

FAs can check the status, or ongoing research, of Remedy tickets by accessing the Remedy system and selecting
How will I know if FMMI is down for maintenance?

To check system availability, visit the home page of the FMMI website where System Availability messages are posted whenever the system is unavailable due to maintenance: http://info.fmmi.usda.gov
How do I access Online Help Procedures (OLH)?
FMMI Online Help (OLH) provides specific help for the FMMI system and transactions. Access OLH from the **Help** link in the upper right hand corner in the FMMI system. OLH includes:
o Simulations and Online Help Procedures (OLHPs) - Provides step-by-step instructions on how to process an individual transaction in FMMI. OLH is also context sensitive, meaning that when in a transaction users can click on "Help" and see the OLHP specific to that transaction
o Job Aids - Provides supplemental information for users that is not necessarily included in the OLHP. Job Aids are created in Word and Excel and have listings of information or serve as Quick Reference Guides
o Training Materials - Provides the PowerPoint training guides
What happens when Internet service is disrupted?

Although an active Internet connection is required to access FMMI, the system itself will remain operational throughout local disruptions in Internet service and will continue to process business activities and interfaces.
What is the FMMI backup process?

FMMI production infrastructure is located at the National Finance Center (NFC) data center in Denver, Colorado. This data center has redundant power sources, including backup generators and full Uninterruptable Power Supply (UPS), ensuring high availability for financial operations. During normal operations, FMMI data is replicated to the NFC Backup Computing Facility (BCF) in St. Louis, MO. In the event of a disaster, FMMI will be